

Clerical and Office Branch
Accounting, Clerical and Cashiering Group
Cashiering Series

CASHIER I

08/86

Summary

Under general supervision, performs cash handling duties involving receiving, disbursing and accounting for funds; performs related duties as required.

Typical Duties

Receives money for the payment of fees, services, licenses, fines, admissions and taxes; returns correct change; issues receipt of payment; computes amount due and makes corrections to payment notices; assures checks are complete and correct; posts transactions to proper account; balances receipts and prepares cash count reports; processes payments received through the mail and from drop-boxes; prepares bank deposits.

Provides requested information to the public; resolves customer complaints or refers them to supervisor; checks payment records and reconciles errors; arranges for extension of payment due date or installment payments.

Operates and maintains office equipment such as typewriters, calculators, cash registers, CRTs and others; updates payment records and prepares payment notices; maintains records and prepares reports.

Minimum Qualifications

Training and Experience: Graduation from high school or G.E.D. and two years of general office work including one year of cash handling experience; or an equivalent combination of training and experience.

Knowledge, Abilities and Skills: Good knowledge of cashiering practices and procedures; good knowledge of English grammar, punctuation and spelling; good knowledge of office practices and procedures; some knowledge of the care and use of office equipment.

Ability to accurately perform and check arithmetic calculations; ability to write legibly; ability to learn and adhere to prescribed routine; ability to understand and follow oral and written instructions; ability to tactfully handle irate citizens; ability to establish and maintain effective working relationships with fellow employees and the general public; ability to maintain records and prepare reports; ability to orally express oneself.

Skill in the use and care of common office equipment.

Physical Requirements: Mobility within an office environment.

Special Requirement: Must be bondable.

Director of Personnel

Department Head